

# CMCS TRAINING

Everything you ever wanted to know . . . But were afraid to ask

# SECURITY - Form

- You will need a valid RACF ID and password, which is obtained from your agency's administration.
- Fax completed form to 919-875-3845 for processing. ***FORM LINK NEEDED***

# SECURITY - Levels

- Level 3 – Process requisitions out and transfers out
- Level 4 – Inquiry only
- Level 5 – Process deposits and transfers in

# SECURITY - Levels

- Level 6 – Process all requisitions, transfers and deposits
- NOTE: To view the AK-13 screen (list of transfers), you must have a Level 6 authorization.

# LOG ON PROCEDURES

- IMS (enter)
- RACF ID and Password (enter)
- AK followed by a space (enter) will take you to AK03, main menu, screen

# SYSTEM NAVIGATION

- PF1 – Page forward
- PF2 – Page backward
- When possible enter a date, as it will limit the number of items the system has to process.
- If the effective date of the transaction is different from OSC's posting date, the posting date appears in parenthesis directly below the effective date.

# SYSTEM AVAILABILITY

- CMCS is unavailable daily, between 7:00 am and 8:00 am and 2:00 pm and 3:00 pm, in order to transfer files to the State Treasurer.
- CMCS is also unavailable between 4:00 pm and 5:00 pm, on the last working day of the month.

# DETAIL SCREENS – AK03

- Serves as the main menu for the system
- Explains the detail PF (function) keys



# DETAIL SCREENS – AK04

- Displays current status, both budgetary and financial, of the budget code
- For all budget codes, except capital, current balance = available cash to spend
- For capital codes, allotment balance = available cash to spend

# DETAIL SCREENS – AK05

- Provides appropriation and allotment details
- Allotments and BD606s are posted upon receipt from OSBM.
- Quarterly reversions are posted in the month following the end of the quarter.

# DETAIL SCREENS – AK06

- Provides year-to-date receipts and expenditures, as well as available cash balances, for all budget codes except capital (4xxxx).
- Provides project-to-date receipts and expenditures, as well as available allotment balance, for all capital codes.

# DETAIL SCREENS – AK07/08

- AK07 provides receipt details for all budget codes.
- AK07 provides expenditure details for all budget codes, except Special (2xxxx).
- AK08 provides expenditure details for Special budget codes.

# DETAIL SCREENS – AK13

- Lists transfers, of all status, for a budget code
- PREPARED – Created by the sending agency, but not passed to the receiving agency
- PASSED – Sent to the receiving agency to be completed for submission

# DETAIL SCREENS – AK13

- SUBMITTED – Completed and submitted to OSC, for updating, by the receiving agency
- APPROVED – Reviewed and approved by OSC, but not updated to the budget code
- UPDATED – Processed by OSC and posted to the sending and receiving budget codes via the 2:00 pm update

# DETAIL SCREENS – AK22

- Used to create a budget code to budget code transfer in CMCS
- No dollar threshold
- To aid receiving agency in identification, please enter description (invoice number, grant number, etc.) on second page.

# DETAIL SCREENS – AK20

- Used to enter a requisition in CMCS
- No dollar threshold



# DETAIL SCREENS – AK23

- Lists requisitions, of all status, for a budget code
- PREPARED – not submitted to OSC
- SUMMITTED – prepared and submitted to OSC for processing

# DETAIL SCREENS –AK23

- APPROVED – OSC has processed and approved, but requisition has not posted to the budget code
- UPDATED – Requisition has posted to the budget code via the 2:00 pm update job

# DETAIL SCREENS – AK21/26

- AK21 is the main menu for deposits.
- AK26 is used to enter a certification of deposit in CMCS.

# DEPOSITS – AK24

- Lists deposits, of all status, for a budget code.
- PREPARED – Completed but not submitted to the State Treasurer
- SUBMITTED - Prepared and submitted to the State Treasurer for approval

# DEPOSITS – AK24

- APROVED – Reviewed and approved by the State Treasurer, but not posted to the budget code
- UPDATED DST – Certification has been processed by the State Treasurer

# DEPOSITS – AK24

- UPDATED OSC – Certification has been processed and deposit has posted to the budget code via the 2:00 pm update job.

# ERROR CORRECTIONS - Transfers

- If the incorrect transfer is in the prepared status, the creating agency may delete and/or correct.
- If the incorrect transfer is in the passed, submitted or approved status, please call OSC to have it returned to the prepared status.

# ERROR CORRECTIONS - Transfers

- If the incorrect transfer is in the updated status, the sending (originating) agency must key a negative transfer to back out the original incorrect one.
- Be sure to keep the dates the same



# ERROR CORRECTIONS - Transfers

- In order to be approved and updated by OSC, negative transfers must match an existing transfer in CMCS. Exceptions are IGO and EEE transfers.
- Please put the date and sequence number of the original transfer on the second page.

# ERROR CORRECTIONS - Requisitions

- If the incorrect requisition is in the prepared status, the creating agency may delete and/or correct.
- If the incorrect requisition is in the submitted or approved status, please call OSC to have it returned to the prepared status.

# ERROR CORRECTIONS - Requisitions

- If the incorrect requisition is in the updated status, the agency must key a negative transfer to back out the original incorrect one.
- Be sure to keep the dates the same

# DEADLINES - Transfers and Requisitions

- Transfers and Requisitions must be submitted, in CMCS by 11:00 am, in order to be processed that day. Status will not change to updated until after the 2:00 pm update.
- Checks should not be released until you know the requisition has been approved.

# DEADLINES - Deposits

- Types 1 (checks) and 4 (credit cards) certifications must be submitted, prior to 2:00 pm, in order to be processed for that day.
- Types 1 and 4 certifications are automatically approved by DST and will be posted to the budget code in the 2:00 pm update.

# DEADLINES - Deposits

- Types 2 (ACH) and 3 (wires) certifications must be submitted, by 10:00 am, on the day the funds are expected to be received.
- If the funds are actually received by 2:00 pm, then the certification will be approved by DST and posted to the budget code via the 2:00 pm update.

# PRIOR MONTH TRANSACTIONS

- If before the 10<sup>th</sup> working day of the subsequent month, the agency will be able to key the transfer, requisition or deposit in CMCS.
- If after the 10<sup>th</sup> working day of the subsequent month, OSC will have to key the transfer or requisition in CMCS. Please fax transfer to 919-875-3845.

# PRIOR MONTH TRANSACTIONS

- If after the 10<sup>th</sup> working day of the subsequent month, OSC will have to open the budget code in order for you to key a deposit. Please call OSC to have the code opened and then key the deposit as normal.



# General Obligation Bonds

- CMCS requisitions and transfers must be entered and submitted on Thursdays prior to 11 a.m. cutoff for Friday processing.
- Refund of expenditures must be used in the next bond draw. For requisitions, an R should be placed in the last position of the Reference Number field and for transfers, an R should be placed in the first position of the Reference Number field. An A should be used for bond appropriations.

# COPs – Certificates of Participation

- Transfers and requisitions should be in the submitted status for processing on OSBM scheduled dates prior to 11 a.m. cutoff time. (Usually Thursdays)
- If refunds of expenditures are received, deposit immediately and contact the CI section at OSBM.

# MONTH END CLOSE

- By the 10th working day of the following month, the agency is responsible for certifying that the month end reports are accurate and complete.

# QUARTERLY REVERSIONS

- A job is automatically run the last working day of the subsequent month, following the end of a quarter, to transfer the balances from month end (allotted) to appropriation balance (unallotted). (AK-04 screen)

# YEAR END

- Detail memo will be posted on website during April with all applicable year end deadlines.
- CMCS can transactions can have a June 30 date.